



Sept 2004



DOE Routing Process of the CFC Pledge Form

Keyworkers

Form 100

Team Captains/Coordinators

Hardcopy Form 200

Finance Team

On-line Form 200

Form 300

Drop Box

- Proof-check Pledges
- Fill in Form 100
- Xerox Form 100 for your records

- Proof-check Pledges and Form 100
- Fill in Form 200 & xerox

- Proof-check Form 200
- Enter on-line Form 200 data and "submit" e-record to CFCNCA
- Number & initial Form 200
- Fill in Form 300
- Separate Form 100 for Payroll and CFCNCA
- Attach Form 200 to the 300 with Form 100 (and Pledges) inside
- Deposit Form 300 at Bank